

GROUP RESERVATION REQUEST FORM

(Group Tours can be requested up to 1 year in advance)

		☐ Tour Op	erator			
		□ Other _				
Group requests are or toll free 1-866-87 request.	accepted by 74-2330. The t	mail, e-mail or f our must be re-	ax <u>only</u> . <u>DO NC</u> -booked if ten d	<u>T RE-FAX!</u> To coor more individ	ancel a tour, c luals are adde	all (202) 874-2330 d to the original
Name of Group:			FAX Number: (Confirmation will be faxed back to this number)			
Mailing Address:			E-Mail address:			
City, State, Zip:						
Primary Contact Na	me and Phone	e Number:				
Total Number in Gro	oup:	(not to e	exceed 50 guests pe	r tour)		
Special Needs: (i.e.	wheel chairs, I	nearing impedir	ments, etc.):			
		<u>Grou</u>	p Tour Sched	<u>ule</u>		
Monday through	Friday, exclud	ling federal holi	days and the we	eek between C	hristmas and N	lew Year's Day
DAILY						
<u>Jan – Dec</u>	<u>11:00 a.m.</u>	<u>11:15 a.m.</u>	<u>11:30 a.m.</u>	<u>11:45 a.m.</u>	12:00 p.m.	12:15 p.m.
1st choice						
Day of week			 Date		Time	
	Day of week		 Date		Time	

TourScheduler@bep.gov 14th and C. Streets, SW – Room 151-M Washington, DC 20228 www.moneyfactory.gov

PHONE: (202) 874-2330 ●Toll Free: 1 (866) 874-2330 ● FAX #: (202) 874-6331